



Joseph P. Bort MetroCenter
 101 Eighth Street
 Oakland, CA 94607-4700
 TEL 510.817.5700
 TDD/TTY 510.817.5769
 FAX 510.817.7848
 E-MAIL info@mtc.ca.gov
 WEB www.mtc.ca.gov

Memorandum

TO: BATA Oversight Committee

DATE: September 3, 2008

FR: Executive Director

RE: Contract Amendments – On-call Project Design Services: Regional HOT Network Project: PB Americas

In January 2007, the BATA Oversight Committee authorized the Executive Director to enter into contracts with a total of 7 eligible firms to provide on-call construction management and project design services. As specified in the Request for Qualifications (RFQ) for the project, the work to be provided by the consulting firms under the contracts would be initiated by task orders for specific work activities.

In July 2008, the Planning Committee adopted Resolution 3868, approving the High Occupancy Toll (HOT) Network Implementation Principles that outline a policy structure for MTC, the Congestion Management Agencies (CMAs), Caltrans and others to deliver the network in an expedited timeframe. Next steps include development of a regional implementation plan.

The FY 2008-09 Toll Bridge Program budget included \$400,000 to begin the planning and analysis effort for the HOT Network project. Staff is proposing to utilize the on-call consultant services to enter into a contract amendment with PB Americas (PB) to provide administrative and technical assistance services for the project. These services supplement past and on-going analysis by PB under a separate contract with MTC, and include, but are not limited to:

- A. Providing administrative services for coordination and facilitation of meetings and communication between agency executives, CMA directors, and staff.
- B. Refining existing demand and revenue forecasts.

- C. Assisting with HOT Network design and cost estimation, including investigating specific design issues (e.g. access approaches, etc), reviewing enforcement options, and reviewing technology options that influence design.
- D. Establishing a database of information on other HOT Network projects and freeway projects that may affect HOT design and delivery. (e.g., scope, schedule)
- E. Strategizing about program delivery elements, including contracting approaches, agency roles and responsibilities.

Recommendation

Staff recommends that the Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with PB Americas in an amount not to exceed \$400,000, to perform work as described above.

Steve Heminger

SH:RMc

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REQUEST FOR COMMITTEE APPROVAL
Summary of Proposed Contract Amendment

Work Item No.:	1251
Vendor:	PB Americas San Francisco, CA
Work Project Title:	On-call Project Design Services
Purpose of Project:	To provide staffing to perform design services for construction projects.
Brief Scope of Work:	Refine existing demand and revenue forecasts and assist with HOT lanes design for the regional HOT lanes project
Project Cost:	Amendment - \$400,000; (Current = \$1,545,000)
Funding Source:	\$400,000 – Operations Budget: RM2 Marketing/Studies—HOT Lane Studies
Fiscal Impact:	Project costs will be consistent with funds programmed and budgeted.
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment in the amount of \$400,000 with PB Americas to provide project management services, refine existing demand and revenue forecasts and assist with HOT lanes design for the regional HOT Network project, and, as budgeted, the Chief Financial Officer is directed to set aside funds for such contract amendment.
BATA Oversight Chair:	<hr/> Steve Kinsey, Chair
Approved:	Date: September 10, 2008